

State of Nevada IT Project Oversight Committee

Agenda & Meeting Minutes

Meeting Name: ITPOC
Facilitator: Kathy Ryan
Recorder: George Trennin
Date: July 7, 2005
Time: 1:30 PM
Location: State Library Board Room

Attendees

Members	Attend ✓	Guests
Roberta Roth, UCCSN		
Kathy Ryan, DoIT	✓	
Dave McTeer, IFS		
John Stewart, NDOT	✓	
Janet Pirozzi, DETR		Valerie Ryan, DETR
Kathy Comba, DPS		
Chuck Moltz, AG	✓	
Grant Reynolds, B&I		
George Trennin, DoIT	✓	

Minutes –

The minutes from the 06/02/05 meeting were reviewed and approved.

Agenda Items and Discussion

1.	Review of the SOS Statewide Voter Registration System: The committee reviewed Leah Seslar's email regarding the project status. She indicated that the SVRS project was in a very hectic phase and the next steps included installing all the County PC's and peripherals, coordinating with DoIT's schedule for the installation of the network routers, developing the critical path UAT scenarios by July 8, working through requirements and design for 3 new modules and developing strategies for setting up a help desk. Time wise, the project is on track. The BOE will be looking at a contract amendment for an additional \$229,370.78 that covers 5 essential functional areas that were discovered during the GAP sessions and had not existed in their original requirements. The contract amendment does not change the completion date and has been accounted for in the project schedule.
2.	Review of the Education Bighorn project: The NDE Superintendent, Keith Rehault, advised that the July IPR would not be submitted since the project manager had resigned. A new project manager, Shawn Franklin had been assigned the project and he would prepare the report due for August. The committee requested that Shawn Franklin, the project manager for Bighorn, provide a presentation on project status.
3.	Review of the Child Nutrition project: The committee reviewed the IPR and noted that Phase 1 and 2 of the project is 99% complete. The committee needs to know the status of funding for Phase 3 as well as security and maintenance arrangements.

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4.	Review of the Taxation Unified Tax project: The committee reviewed the monthly report and noted that the project is 93% complete. IPR and integrated project plan is required for Phase II. Phase I to continue until completed.
5.	Review of the Real Estate Licensing project: The committee reviewed the IPR and noted the project is 99% complete and the new system is in production. Unless there is a reason to keep the project open, the committee requests project closeout report.
6.	Review of the DHR – Welfare Forms and Notices Solution project: The committee reviewed the monthly report and requests a project closeout report. The form conversion process is an ongoing production process which no longer constitutes a project.
7.	Review of the DETR Contributions Redesign project: The committee reviewed the monthly report and discussed the August 1 st end date when DETR is preparing for full production load. There is no risk in losing funding.
8.	Review of the DoIT Microwave project: The committee reviewed the monthly report and noted that the project is still behind for Phase 2a even though it is 99% complete. Need new target dates for Phase 2 & 3.
10.	Review of monthly Wildlife Licensing project: The committee reviewed the monthly reports. It was noted that the Risk Assessment questionnaire responses had not changed in the past year.
11.	Discussion items: (1) The committee discussed the Project Manager Qualification Guide and provided responses to the ITSPC's 6/22/05 meeting comments and questions. (2) The committee reviewed the a list of upcoming projects in the future and discussed what is expected during the Project Initiation Phase when the project manager and project sponsor introduce themselves and their project to the committee. Also, the point was made that funding for project management and project oversight must be included in each new TIR.

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Action Items¹

Item No.	Date Opened	Description	Assigned To	Status	Date Closed
75.	4/1/04	<p>PROCESS IMPROVEMENTS:</p> <p>Review all ITPOC PSPs and update as needed. Look at consolidation. Some new forms have been added and one has been deleted. As an interim measure, revise existing IPR with minor adjustments adding fields for resolution date and status. The PSPs need to reflect these changes.</p> <p>Develop a template and guide for contingency plans.</p> <p>Reference guides need to be developed for the IPR, Project Closeout report and the Deliverables Payment Schedule. For the IPR guide it should include instructions to include staff time along with the contract amount for the vendor, and equipment and other costs for a total budget.</p> <p>Revisit the weighting criteria used for the Risk Assessment. Some items automatically should make a project high-risk. Revamp IPR risks area, indicate resolution dates, escalation dates, provide instructions for elaborating on issues and risks.</p> <p>Develop an alternate method for calculating variances on the IPR. Change the form to ask the project managers to provide a status for the stated risks and issues on the IPR. If something has been resolved it needs to be noted as such.</p> <p>Review the November report from the NDE Big Horn project vendor, Otis Ed, and evaluate if some segments of it, such as status of issues and color coding (R,Y,G) should be added to the IPR.</p> <p>Add Quality Assurance reports to the reports sent to the ITPOC for review.</p> <p>Review QA format to consolidate essential points from IPR and UTS QA into one view. Also show activities since last review (delta).</p>	GEORGE	Ongoing	
82.	7/1/04	Complete the list of questions the ITPOC will ask of project managers making their initial presentation to the committee.	ALL		
118.	4/7/05	Identify the IT projects that have been funded for FY06/07 and will come under ITPOC oversight.	Kathy & George	Completed	7/29/05

¹ Action Item: A commitment to complete an action or an assignment.

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Item No.	Date Opened	Description	Assigned To	Status	Date Closed
119.	5/7/05	Education Bighorn project: Request clarification regarding the contract's detailed scope of work and server acquisition and requirements from Paul LaMarca.	Kathy	In Progress	
123.	6/2/05	SOS Statewide Voter Registration project: what exact components must be in place on 1/1/2006 to qualify for the funding? A specific series of target dates of individual components is needed.	George	In Progress	
124	6/2/05	Bighorn: request Shawn Franklin, the project manager for Bighorn, provide a presentation on project status.	Kathy	Done	8/4/05
125	6/2/05	Child Nutrition Project: Determine the status of funding for Phase 3 as well as security and maintenance arrangements.	Kathy	Done	8/4/05
126	6/2/05	UTS - IPR and integrated project plan is required for next phase	Kathy	In Progress	
127	6/2/05	Real Estate Licensing project: Request project closeout report.	Kathy	In Progress	
128	6/2/05	DHR – Welfare Forms and Notices Solution project: request a project closeout report	Kathy	Done	8/4/05
129	6/2/05	DoIT Microwave project: Need new target dates for Phase 2 & 3.	Kathy	Done	8/4/05
130	6/2/05	Wildlife Licensing project: request the risk management worksheet be used rather than the questionnaire	Roberta	Done	8/4/05

Decisions²

Item No.	Decision	Date

Approved By

Signature	Name	Role	Date

² *Decision*: Reaching a conclusion... particularly in response to a course of action.